



DEPARTMENT OF THE AIR FORCE
59TH MEDICAL WING (AETC)
JOINT BASE SAN ANTONIO - LACKLAND TEXAS



18 APR 2017

MEMORANDUM FOR ST
ATTN: TERRY BOORD

FROM: 59 MDW/SGVU

SUBJECT: Professional Presentation Approval

1. Your paper, entitled 59 MDW/Science & Technology Poster presented at/published 59TH Medical Wing Chief Scientists Office – Science & Technology to in accordance with MDWI 41-108, has been approved and assigned local file #17195.
2. Pertinent biographic information (name of author(s), title, etc.) has been entered into our computer file. Please advise us (by phone or mail) that your presentation was given. At that time, we will need the date (month, day and year) along with the location of your presentation. It is important to update this information so that we can provide quality support for you, your department, and the Medical Center commander. This information is used to document the scholarly activities of our professional staff and students, which is an essential component of Wilford Hall Ambulatory Surgical Center (WHASC) internship and residency programs.
3. Please know that if you are a Graduate Health Sciences Education student and your department has told you they cannot fund your publication, the 59th Clinical Research Division may pay for your basic journal publishing charges (to include costs for tables and black and white photos). We cannot pay for reprints. If you are a 59 MDW staff member, we can forward your request for funds to the designated Wing POC at the Chief Scientist's Office, Ms. Alice Houy, office phone: 210-292-8029; email address: alice.houy.civ@mail.mil.
4. Congratulations, and thank you for your efforts and time. Your contributions are vital to the medical mission. We look forward to assisting you in your future publication/presentation efforts.

LINDA STEEL-GOODWIN, Col, USAF, BSC
Director, Clinical Investigations & Research Support

PROCESSING OF PROFESSIONAL MEDICAL RESEARCH/TECHNICAL PUBLICATIONS/PRESENTATIONS

INSTRUCTIONS

USE ONLY THE MOST CURRENT 59 MDW FORM 3039 LOCATED ON AF E-PUBLISHING

1. The author must complete page two of this form:
 - a. In Section 2, add the funding source for your study [e.g., 59 MDW CRD Graduate Health Sciences Education (GHSE) (SG5 O&M); SG5 R&D; Tri-Service Nursing Research Program (TSNRP); Defense Medical Research & Development Program (DMRDP); NIH; Congressionally Directed Medical Research Program (CDMRP) ; Grants; etc.]
 - b. In Section 2, there may be funding available for journal costs, if your department is not paying for figures, tables or photographs for your publication. Please state "YES" or "NO" in Section 2 of the form, if you need publication funding support.
2. Print your name, rank/grade, sign and date the form in the author's signature block or use an electronic signature.
3. Attach a copy of the 59 MDW IRB or IACUC approval letter for the research related study. If this is a technical publication/presentation, state the type (e.g. case report, QA/QI study, program evaluation study, informational report/briefing, etc.) in the "Protocol Title" box.
4. Attach a copy of your abstract, paper, poster and other supporting documentation.
5. Save and forward, via email, the processing form and all supporting documentation to your unit commander, program director or immediate supervisor for review/approval.
6. On page 2, have either your unit commander, program director or immediate supervisor:
 - a. Print their name, rank/grade, title; sign and date the form in the approving authority's signature block or use an electronic signature.
7. Submit your completed form and all supporting documentation to the CRD for processing (59crdpubspres@us.af.mil). **This should be accomplished no later than 30 days before final clearance is required to publish/present your materials.** If you have any questions or concerns, please contact the 59 CRD/Publications and Presentations Section at 292-7141 for assistance.
8. The 59 CRD/Publications and Presentations Section will route the request form to clinical investigations, 502 ISG/JAC (Ethics Review) and Public Affairs (59 MDW/PA) for review and then forward you a final letter of approval or disapproval.
9. Once your manuscript, poster or presentation has been approved for a one-time public release, you may proceed with your publication or presentation submission activities, as stated on this form. **Note:** For each new release of medical research or technical information as a publication/presentation, a new 59 MDW Form 3039 must be submitted for review and approval.
10. If your manuscript is accepted for scientific publication, please contact the 59 CRD/Publications and Presentations Section at 292-7141. This information is reported to the 59 MDW/CC. All medical research or technical information publications/presentations must be reported to the Defense Technical Information Center (DITC). See 59 MDWI 41-108, *Presentation and Publication of Medical and Technical Papers*, for additional information.
11. The Joint Ethics Regulation (JER) DoD 5500.07-R, *Standards of Conduct*, provides standards of ethical conduct for all DoD personnel and their interactions with other non-DoD entities, organizations, societies, conferences, etc. Part of the Form 3039 review and approval process includes a legal ethics review to address any potential conflicts related to DoD personnel participating in non-DoD sponsored conferences, professional meetings, publication/presentation disclosures to domestic and foreign audiences, DoD personnel accepting non-DoD contributions, awards, honoraria, gifts, etc. The specific circumstances for your presentation will determine whether a legal review is necessary. **If you (as the author) or your supervisor check "NO" in block 17 of the Form 3039, your research or technical documents will not be forwarded to the 502 ISG/JAC legal office for an ethics review.** To assist you in making this decision about whether to request a legal review, the following examples are provided as a guideline:

For presentations before professional societies and like organizations, the 59 MDW Public Affairs Office (PAO) will provide the needed review to ensure proper disclaimers are included and the subject matter of the presentation does not create any cause for DoD concern.

If the sponsor of a conference or meeting is a DoD entity, an ethics review of your presentation is not required, since the DoD entity is responsible to obtain all approvals for the event.

If the sponsor of a conference or meeting is a non-DoD commercial entity or an entity seeking to do business with the government, then your presentation should have an ethics review.

If your travel is being paid for (in whole or in part) by a non-Federal entity (someone other than the government), a legal ethics review is needed. These requests for legal review should come through the 59 MDW Gifts and Grants Office to 502 ISG/JAC.

If you are receiving an honorarium or payment for speaking, a legal ethics review is required.

If you (as the author) or your supervisor check "YES" in block 17 of the Form 3039, your research or technical documents will be forwarded simultaneously to the 502 ISG/JAC legal office and PAO for review to help reduce turn-around time. If you have any questions regarding legal reviews, please contact the legal office at (210) 671-5795/3365, DSN 473.

NOTE: All abstracts, papers, posters, etc., should contain the following disclaimer statement:

"The views expressed are those of the [author(s)] [presenter(s)] and do not reflect the official views or policy of the Department of Defense or its Components"

NOTE: All abstracts, papers, posters, etc., should contain the following disclaimer statement for research involving humans:

"The voluntary, fully informed consent of the subjects used in this research was obtained as required by 32 CFR 219 and DODI 3216.02_AFI 40-402."

NOTE: All abstracts, papers, posters, etc., should contain the following disclaimer statement for research involving animals, as required by AFMAN 40-401_IP :

"The experiments reported herein were conducted according to the principles set forth in the National Institute of Health Publication No. 80-23, Guide for the Care and Use of Laboratory Animals and the Animal Welfare Act of 1966, as amended."

PROCESSING OF PROFESSIONAL MEDICAL RESEARCH/TECHNICAL PUBLICATIONS/PRESENTATIONS			
1. TO: CLINICAL RESEARCH	2. FROM: (Author's Name, Rank, Grade, Office Symbol) Terry Boord, PhD, 59 MDW/ST	3. GME/GHSE STUDENT: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	4. PROTOCOL NUMBER: N/A
5. PROTOCOL TITLE: (NOTE: For each new release of medical research or technical information as a publication/presentation, a new 59 MDW Form 3039 must be submitted for review and approval.) N/A			
6. TITLE OF MATERIAL TO BE PUBLISHED OR PRESENTED: 59 MDW/Science & Technology Poster			
7. FUNDING RECEIVED FOR THIS STUDY? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO FUNDING SOURCE:			
8. DO YOU NEED FUNDING SUPPORT FOR PUBLICATION PURPOSES: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
9. IS THIS MATERIAL CLASSIFIED? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
10. IS THIS MATERIAL SUBJECT TO ANY LEGAL RESTRICTIONS FOR PUBLICATION OR PRESENTATION THROUGH A COLLABORATIVE RESEARCH AND DEVELOPMENT AGREEMENT (CRADA), MATERIAL TRANSFER AGREEMENT (MTA), INTELLECTUAL PROPERTY RIGHTS AGREEMENT ETC.? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO NOTE: If the answer is YES then attach a copy of the Agreement to the Publications/Presentations Request Form.			
11. MATERIAL IS FOR: <input checked="" type="checkbox"/> DOMESTIC RELEASE <input type="checkbox"/> FOREIGN RELEASE CHECK APPROPRIATE BOX OR BOXES FOR APPROVAL WITH THIS REQUEST. ATTACH COPY OF MATERIAL TO BE PUBLISHED/PRESENTED.			
<input type="checkbox"/> 11a. PUBLICATION/JOURNAL (List intended publication/journal.)			
<input type="checkbox"/> 11b. PUBLISHED ABSTRACT (List intended journal.)			
<input checked="" type="checkbox"/> 11c. POSTER (To be demonstrated at meeting: name of meeting, city, state, and date of meeting.) 59th Medical Wing Chief Scientist Office - Science & Technology			
<input type="checkbox"/> 11d. PLATFORM PRESENTATION (At civilian institutions: name of meeting, state, and date of meeting.)			
<input type="checkbox"/> 11e. OTHER (Describe: name of meeting, city, state, and date of meeting.)			
12. HAVE YOUR ATTACHED RESEARCH/TECHNICAL MATERIALS BEEN PREVIOUSLY APPROVED TO BE PUBLISHED/PRESENTED? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO ASSIGNED FILE # _____ DATE _____			
13. EXPECTED DATE WHEN YOU WILL NEED THE CRD TO SUBMIT YOUR CLEARED PRESENTATION/PUBLICATION TO DTIC NOTE: All publications/presentations are required to be placed in the Defense Technical Information Center (DTIC).			
DATE 04/03/2017			
14. 59 MDW PRIMARY POINT OF CONTACT (Last Name, First Name, M.I., email) Boord, Terry terry.a.boord.ctr@mail.mil			15. DUTY PHONE/PAGER NUMBER 210-292-5874
16. AUTHORSHIP AND CO-AUTHOR(S) List in the order they will appear in the manuscript.			
LAST NAME, FIRST NAME AND M.I.	GRADE/RANK	SQUADRON/GROUP/OFFICE SYMBOL	INSTITUTION (If not 59 MDW)
a. Primary/Corresponding Author Boord, Terry	Ph.D.	59 MDW/ST	NA
b.			
c.			
d.			
e.			
17. IS A 502 ISG/JAC ETHICS REVIEW REQUIRED (JER DOD 5500.07-R)? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
I CERTIFY ANY HUMAN OR ANIMAL RESEARCH RELATED STUDIES WERE APPROVED AND PERFORMED IN STRICT ACCORDANCE WITH 32 CFR 219, AFMAN 40-401_IP, AND 59 MDWI 41-108. I HAVE READ THE FINAL VERSION OF THE ATTACHED MATERIAL AND CERTIFY THAT IT IS AN ACCURATE MANUSCRIPT FOR PUBLICATION AND/OR PRESENTATION.			
18. AUTHOR'S PRINTED NAME, RANK, GRADE Terry Boord, Ph.D.		19. AUTHOR'S SIGNATURE BOORD.TERRY.ANN.1514053991	20. DATE 20 MAR 2017
21. APPROVING AUTHORITY'S PRINTED NAME, RANK, TITLE Lt Col Kevin E. Steel, MD, USAF 59MDW/ST		22. APPROVING AUTHORITY'S SIGNATURE STEEL.KEVIN.E.1162266558	23. DATE March 22, 2017

PROCESSING OF PROFESSIONAL MEDICAL RESEARCH/TECHNICAL PUBLICATIONS/PRESENTATIONS

1st ENDORSEMENT (59 MDW/SGVU Use Only)

TO: Clinical Research Division 59 MDW/CRD Contact 292-7141 for email instructions.		24. DATE RECEIVED March 28, 2017	25. ASSIGNED PROCESSING REQUEST FILE NUMBER 17195
26. DATE REVIEWED April 10, 2017		27. DATE FORWARDED TO 502 ISG/JAC	
28. AUTHOR CONTACTED FOR RECOMMENDED OR NECESSARY CHANGES: <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES If yes, give date. _____ <input type="checkbox"/> N/A			
29. COMMENTS <input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED Organizational capability poster, approved			
30. PRINTED NAME, RANK/GRADE, TITLE OF REVIEWER Kevin Kupferer/GS13/Human Research Subject Protection Expert		31. REVIEWER SIGNATURE KUPFERER,KEVIN.R.1086667270 <small>Digitally signed by KUPFERER,KEVIN.R.1086667270 DN: cn=KUPFERER, o=59 MDW/CRD, email=kupferer@59mdw.com, c=US Date: 2017.04.10 08:43:11 -0500</small>	32. DATE April 10, 2017

2nd ENDORSEMENT (502 ISG/JAC Use Only)

33. DATE RECEIVED	34. DATE FORWARDED TO 59 MDW/PA	
35. COMMENTS <input type="checkbox"/> APPROVED (In compliance with security and policy review directives.) <input type="checkbox"/> DISAPPROVED		
36. PRINTED NAME, RANK/GRADE, TITLE OF REVIEWER	37. REVIEWER SIGNATURE	38. DATE

3rd ENDORSEMENT (59 MDW/PA Use Only)

39. DATE RECEIVED April 11, 2017	40. DATE FORWARDED TO 59 MDW/SGVU April 11, 2017	
41. COMMENTS <input checked="" type="checkbox"/> APPROVED (In compliance with security and policy review directives.) <input type="checkbox"/> DISAPPROVED		
42. PRINTED NAME, RANK/GRADE, TITLE OF REVIEWER Kevin Iinuma, SSgt/E-5, 59 MDW Public Affairs	43. REVIEWER SIGNATURE IINUMA,KEVIN.MITSUGU.1296227 613 <small>Digitally signed by IINUMA,KEVIN.MITSUGU.1296227 DN: cn=IINUMA, o=59 MDW/PA, email=iinuma@59mdw.com, c=US Date: 2017.04.11 15:03:05 -0500</small>	44. DATE April 11, 2017

4th ENDORSEMENT (59 MDW/SGVU Use Only)

45. DATE RECEIVED	46. SENIOR AUTHOR NOTIFIED BY PHONE OF APPROVAL OR DISAPPROVAL <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> COULD NOT BE REACHED <input type="checkbox"/> LEFT MESSAGE		
47. COMMENTS <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED			
48. PRINTED NAME, RANK/GRADE, TITLE OF REVIEWER	49. REVIEWER SIGNATURE	50. DATE	



59th Medical Wing Chief Scientist Office Science & Technology



Our Vision

Exemplary Care and Global Response

- Grow medical leaders; drive innovations in patient care and readiness
- Lead clinical and translational research to continually improve care for the warfighter, his/her family and beneficiaries
- Advance modernization efforts through focused research on Warfighter needs (e.g., Health surveillance/Maintenance of basic military trainees (BMTs))
- Drive high-level collaborations between the Air Force, Department of Defense, Veterans Affairs, and other government agencies; academia and industry to facilitate and encourage translational (outcomes-based) research
- Through 59 MDW/STs' Scientific Advisory Committee leadership, ensure scientific excellence and military relevance; conducts merit reviews and aligns research to address capability gaps; enables Graduate Health and Science Education; and supports the broader education and training mission.
- Support the Operator, liaison to the Air Force Chief Scientist in support of the Secretary of the Air Force, Chief of Staff of the Air Force, and Science and Engineering community
- Employ innovative technologies and approaches to sustain health, performance and revolutionize healthcare
- The Clinical Research Division (CRD)—largest Air Force Medical Service (AFMS) Clinical Investigation Facility (CIF), and the busiest Clinical Investigation Program (CIP)—supports more research and training than all other CIFs/CIPs in the AFMS combined.

Our Mission

Developing Warrior Medics Through Patient-Centered Care

Our Goals

Provide technical expertise and resources, project management assistance, direction, and administration to advance medical modernization through research.

Apply knowledge gained to create better health outcomes, improve readiness, enhance patient care, and advance capabilities across the Global Health System.



Providing Operational Capabilities Through Education, Training and Research



Clinical Research Capabilities

Diabetes Center for Excellence
En Route Care Research Center
Virtual Training/Virtual Therapy
Advanced Diagnostic Laboratory
Medical Modeling and Simulation
Clinical and Rehabilitative Medicine
Genomics, Proteomics, Metabolomics
Telehealth

Hearing Center for Excellence
Stem Cells (autologous)
Advanced Technologies
Regenerative Medicine
Molecular Diagnostics
Medical Toxicology
Austere Medicine

Biomarkers (Diabetes, Influenza, Mental Illness, Acute Kidney Injury and more) ...and numerous additional focus areas.



Technical Expertise

Biostatistics
Veterinary Care
Budget Assistance
Laboratory Analysis
Product Development
Epidemiology Expertise
Research Subject Protection
Research Requirements Build
Food and Drug Administration

Advance: Grant Applications, Protocols, Manuscripts; Publication and Presentation Clearances

Facilitate: Animal Research Training; Technology Transfer; Program Planning, Management and Review

Points of Contact



Chief Scientist's Office
59th Medical Wing Science and Technology
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<https://kx.afms.mil/kj/kx8/59MDWScienceAndTechnology/Pages/Home.aspx>

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Clinical Investigation Program (CIP) / Bldg 4430
IRB Administrator: (210) 292-5203
IACUC Administrator: (210) 292-7295
Protocol Office: (210) 292-2977 / 6095 / 4683

usaf.jbsa.59-mdw.mbx.wing-crd-protocol@mail.mil

Collaborations



Conducting and Supporting Research at 70 Sites Worldwide

Warrior Medics – Mission Ready – Patient Focused